

**Report Date:** 25 Feb 2014

**Summary Report for Individual Task  
805A-36B-1003  
Determine Entitlement to Allowances  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** You are working in the Military Pay Office and you have received a DA Form 2142, Pay Inquiry. You have access to all applicable regulations, policies, forms and systems. This task should not be trained in MOPP.

**Standard:** Determine entitlements to the following for AC Soldiers based on identifying duty status, rank and enlistment status without error: 1. Special Pay. 2. Incentive Pay. 3. Basic Allowance for Subsistence (BAS). 4. Basic Allowance for Housing (BAH). 5. Family Separation Housing/Allowance (FSH/FSA). 6. Clothing Allowance. 7. Overseas Housing Allowance (OHA). 8. Cost of Living Allowance (COLA). 9. Assignment Incentive Pay (AIP). 10. Personal Money Allowance. 11. Basic Pay.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

Task Statements
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**Cue:** Given a requirement to process pay and entitlements documents, access to the Department of Defense Financial Management Regulation (DODFMR) 7000.14-R, Volume 7A, parts 1-3, Military Pay Procedures Manual (MPPM), Defense Milpay Training Input Guide, and standard office supplies and equipment.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

### 1. Check entitlement to Basic Pay.

#### a. Validate if the Soldier is in a pay status.

##### (1) Verify if the Soldier is on active duty.

(a) Review administrative data on DA Form 2142.

(b) Identify Soldier's issue.

##### (2) Verify if the Soldier is an Officer or Enlisted:

(a) In a non-pay status if dropped from rolls (DFR) by the President of the United States.

(b) In a pay status in all other instances.

##### (3) Verify if the Soldier is enlisted. An enlisted Soldier is in a pay status unless the Soldier is:

(a) In an excess leave status.

(b) Absent without leave (AWOL) and the absence is not excused as unavoidable.

(c) A deserter.

(d) In confinement by civil authorities and the absence is not excused as unavoidable.

(e) Serving a court-martial sentence that includes a forfeiture of all pay and allowances.

Note: All transactions will be coded in DMO.

#### b. Verify the Soldiers rank.

#### c. Calculate the Soldier's pay entry basic date (PEBD) in accordance with DoDFMR 7000.14-R, Volume 7A, Chapter 1.

#### d. Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Tables 1-7 through 1-10.

Note: All transactions will be coded in DMO.

### 2. Check entitlement to Special Pay.

#### a. Verify entitlement to Special Duty Assignment Pay (SDAP).

(1) Cross-check if the Soldier performs duties designated by the Secretary of the Army as extremely difficult or involving an unusual degree of responsibility (e.g., a drill sergeant or productive recruiter).

(2) Cross-check if the Soldier received annual certification stating the eligibility to receive SDAP.

(3) Pay the projected monthly rate based on the special duty assignment IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 080104A.

Note: All transactions will be coded in DMO.

#### b. Verify entitlement to Hostile Fire and Imminent Danger Pay (HFIDP).

(1) Cross-check if a Soldier has been certified by the unit commander as:

(a) Subjected to hostile fire or explosion of a hostile mine.

(b) On duty in an area in close proximity to a hostile fire incident and in danger of being exposed to the same dangers actually experienced by other Soldiers subjected to the hostile fire or explosion of a hostile mine.

(c) Killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.

(d) On official duty in an eligible area IAW DoDFMR 7000.14-R, Volume 7A, Table 10-1.

(2) Calculate the entitlement IAW DoDFMR 7000.14-R Volume 7A Chapter 10, Paragraph 100102.

c. Verify entitlement to Hardship Duty Pay (HDP).

(1) Cross-check entitlement to HDP for Mission Assignment (HDP-M).

(a) Identify if a Soldier is assigned to the Defense Prisoner of War/Missing Personnel Office (DPMO), the Joint Task Force-Full Accounting (JTF-FA), or the Central Identification Lab-Hawaii (CIL-HI).

(b) Identify if a Soldier is on temporary duty with DPMO, JTF-FA, or CIL-HI.

(c) Identify if a Soldier is otherwise under operational control of DPMO, JTF-FA, or CIL-HI.

(d) Identify if the Soldier has performed investigative or remains recovery duty in a remote, isolated area for recovery of a United States Soldier's remains.

(e) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A Chapter 17, Paragraph 170301D.

Note: All transactions will be coded in DMO.

(2) Cross-check entitlement to HDP for Location Assignment for Designated Areas (HDP-L(DA)).

(a) Identify if the Soldier is assigned to duty in a location designated in DoDFMR 7000.14-R, Volume 7A, Figure 17-1.

(b) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 17, Figure 17-1.

(3) Cross-check entitlement to HDP for Location Assignment for Certain Places (HDP-L(CP)).

(a) Identify if a Soldier is enlisted.

(b) Identify if the Soldier is assigned to duty in a location designated in DoDFMR 7000.14-R, Volume 7A, Chapter 17, Figure 17-2.

(c) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 17, Paragraph 170202B.

Note: All transactions will be coded in DMO.

d. Verify entitlement to Overseas Extension Incentive Pay (OTEIP).

(1) Identify if an enlisted Soldier has a military occupational specialty (MOS) designated by the Secretary of the Army to receive OTEIP.

(2) Identify if the Soldier has completed an overseas tour of duty at a location outside the continental United States (OCONUS) designated by the Secretary of the Army IAW DoDFMR, Volume 7A, Paragraph 140101.

(3) Identify if the Soldier has extended the tour of duty for a period of at least one year.

(4) Identify if the Soldier has been awarded a Special Pay or annual bonus by referring to the OTEIP order.

(5) Calculate the amount of Special Pay at the rate prescribed in the OTEIP order, not to exceed the rate of \$80.00 per month IAW Paragraph DoDFMR 7000.14-R, Volume 7A, Chapter 14, Paragraph 140201A.

(6) Calculate the amount of the annual bonus at the rate prescribed in the OTEIP order, not to exceed the rate of \$2,000.00 per year IAW DoDFMR 7000.14-R, Volume 7A, Chapter 14, Paragraph 140201B.

Note: All transactions will be coded in DMO.

e. Verify entitlement to Foreign Language Proficiency Pay (FLPP).

(1) Identify if a Soldier has been certified within the past 12 months as proficient in a foreign language identified for FLPP.

(2) Identify if the Soldier meets one of the following conditions:

(a) Qualified in a career military linguist specialty.

(b) Received training designated to develop proficiency in the foreign language.

(c) Assigned to military duties requiring proficiency in the foreign language.

(d) Proficient in a critical foreign language.

(3) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 19, Paragraph 190103.

3. Check entitlement to Incentive Pay.

a. Verify entitlement to Aerial Flight Pay.

(1) Identify if a Soldier is under competent orders to participate in regular and frequent aerial flights.

(2) Identify if the Soldier has met the minimum flight requirements IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 220103.

(3) Calculate the entitlement for a non-crew member IAW DoDFMR 7000.14-R, Volume 7A, Chapter 22.

(4) Calculate the entitlement for a crew member IAW DoDFMR 7000.14-R, Volume 7A, Chapter 22, Table 22-1.

Note: All transactions will be coded in DMO.

b. Verify entitlement to Parachute Duty Pay.

(1) Identify if a Soldier has received a designation as a parachutist or parachute rigger or is undergoing training for the designation under the following conditions:

(a) Soldier is under competent orders to engage in parachute jumping from an aircraft in aerial flight.

3. (b) Soldier has met the minimum performance requirements IAW DoDFMR Volume 7A, Chapter 24, Table 24-

(c) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

Note: All transactions will be coded in DMO.

(2) Identify if a Soldier has received a designation as a High Altitude-Low Opening (HALO) parachutist or is undergoing training for the designation under the following conditions:

(a) Soldier is under competent orders to engage in HALO parachute jumping from an aircraft in aerial flight.

(b) Soldier has met the minimum performance requirements IAW DoDFMR Volume 7A, Table 24-3.

(c) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

Note: All transactions will be coded in DMO.

c. Verify entitlement to Experimental Stress Duty Pay.

(1) Identify if a Soldier is under competent orders to engage in experimental stress duty as a primary duty.

(2) Identify if the Soldier has performed experimental stress duty at least once during the calendar month IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 240501B.

(3) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

d. Verify entitlement to Demolition Duty Pay.

(1) Identify if a Soldier is under competent orders to engage in the demolition of live explosives as a primary duty.

(2) Identify if the Soldier has performed demolition duty at least once during the calendar month IAW DoDFMR Volume 7A, Paragraph 240401B.

(3) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

Note: All transactions will be coded in DMO.

e. Verify entitlement to Toxic Fuels (or Propellants) Duty Pay.

(1) Identify if a Soldier's primary duty involves the servicing of aircraft or missiles with highly toxic fuels or propellants.

(2) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

Note: All transactions will be coded in DMO.

f. Verify entitlement to Dangerous Viruses (or Bacteria) Lab Duty Pay.

(1) Identify if a Soldier is under competent orders to engage in laboratory work with live dangerous viruses or bacteria as a primary duty.

(2) Identify if the Soldier has performed the primary duty for a period of 30 consecutive days or more.

(3) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

Note: All transactions will be coded in DMO.

g. Verify entitlement to Toxic Pesticides Duty Pay.

(1) Identify if a Soldier is under competent orders to engage in toxic pesticides duty as a primary duty.

(2) Identify if the Soldier has performed the primary duty for a period of 30 consecutive days or more.

(3) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

Note: All transactions will be coded in DMO.

h. Verify entitlement to Chemical Munitions Duty Pay.

(1) Identify if a Soldier's primary duty involves the handling of chemical munitions or the components of such munitions.

(2) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

Note: All transactions will be coded in DMO.

i. Verify entitlement to Dual Incentive Pay.

(1) Identify if a Soldier is required by orders to perform multiple hazardous duties necessary for successful completion of the mission.

(2) Calculate the entitlement to HALO Pay IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240103.

(3) Calculate the entitlement of all other Incentive Pays IAW DoDFMR 7000.14-R, Volume 7A, Chapter 24, Paragraph 240102.

(4) Do not pay the entitlement to more than two Incentive Pays for any one month.

Note: All transactions will be coded in DMO.

4. Check entitlement to Basic Allowance for Subsistence (BAS).

a. Verify if a Soldier is an officer.

(1) Identify that the officer is not AWOL for more than 24 hours.

(2) Identify that the officer is not on excess leave.

(3) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 25, Paragraph 250103.

Note: All transactions will be coded in DMO.

b. Verify if a Soldier is enlisted.

(1) Identify if the Soldier is a meal card holder.

Note: If Soldier is a Meal Card holder monthly meal collection rates will be collected.

(2) Identify that a Soldier's commander has granted authorization to mess separately.

(3) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 25, Table 25-1, Pay Chart.

Note: All transactions will be coded in DMO.

5. Check entitlement to Basic Allowance for Housing (BAH).

a. Verify entitlement to BAH-I.

(1) Identify if a Soldier is stationed in the United States (to include Alaska and Hawaii).

(2) Identify if the Soldier has no dependents.

(a) Cross-check that a Soldier in the pay grade of E-7 or above has elected not to occupy government quarters (i.e., Bachelor Enlisted Quarters or Bachelor Officer Quarters) at the permanent duty station.

(b) Cross-check that a Soldier in the pay grade of E-6 or below does not have government quarters available to reside in at the permanent duty station.

(c) Cross-check that a Soldier in the pay grade of E-4 (with 4 or more years of service) or higher is in a travel status incident to a permanent change of station move from a location in the United States.

(d) Calculate the entitlement due as the rate specified on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) web site (<http://perdiem.hqda.pentagon.mil/perdiem>).

Note: All transactions will be coded in DMO.

(3) Identify if the Soldier has dependents IAW Joint Federal Travel Regulation (JFTR) Chapter 10).

(a) Cross-check that adequate government quarters are not provided for the Soldier and dependents.

(b) Calculate the entitlement due as the rate specified on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) web site (<http://perdiem.hqda.pentagon.mil/perdiem>).

Note: All transactions will be coded in DMO.

b. Verify entitlement to BAH-II.

(1) Identify if a Soldier is stationed outside the United States (to include Alaska and Hawaii).

(2) Identify if the Soldier has no dependents.

(a) Cross-check that a Soldier in the pay grade of E-7 or above has elected not to occupy government quarters (i.e., Bachelor Enlisted Quarters or Bachelor Officer Quarters) at the permanent duty station.

(b) Cross-check that a Soldier in the pay grade of E-6 or below does not have government quarters available to reside in at the permanent duty station.

(c) Cross-check that a Soldier in the pay grade of E-4 (with 4 or more years of service) or higher is in a travel status incident to a permanent change of station move from a location in the United States.

(d) Calculate the entitlement due IAW JFTR Chapter 10.

Note: All transactions will be coded in DMO.

(3) Identify if the Soldier has dependents IAW JFTR Chapter 10.

(a) Cross-check that adequate government quarters are not provided for the Soldier and dependents.

(b) Calculate the entitlement due IAW JFTR Chapter 10.

c. Verify entitlement to Partial BAH.



(1) Identify if a Soldier is not entitled to BAH-I or BAH-II.

(2) Identify if the Soldier has no dependents.

(3) Identify if the Soldier is assigned to single-type government quarters (i.e., barracks, Bachelor Enlisted Quarters or Bachelor Officer Quarters) or on field or sea duty.

(4) Calculate the entitlement due IAW JFTR Chapter 10.

d. Verify entitlement to BAH-Difference (BAH-DIFF).

(1) Identify if a Soldier has a dependent IAW JFTR Chapter 10.

(2) Identify that adequate government quarters are not provided for the dependent.

(3) Identify that the Soldier contributes to the support of the dependent.

(4) Identify that the support is equal to or more than the difference between the Soldier's applicable with and without dependent BAH-II rates, as determined IAW JFTR Chapter 10.

(5) Calculate the entitlement IAW JFTR Chapter 10.

Note: All transactions will be coded in DMO.

6. Check entitlement to Family Separation Allowance (FSA).

a. Verify if a Soldier has dependents.

(1) Spouse.

(2) Children.

(3) Parent.

b. Verify that a sole dependent is not in an institution (e.g., jail) for a period of over one year.

c. Verify that a dependent parent lives in a home that the Soldier controls, supervises, and maintains for mutual use when circumstances permit.

d. Verify entitlement to Family Separation Housing (FSH).

(1) Identify if a Soldier is assigned to a permanent duty station OCONUS or in Hawaii.

(2) Cross-check transportation of the Soldier's dependents to the permanent duty station or to a place near that station is not authorized at government expense.

(3) Cross-check that the dependents do not live at or near the permanent duty station.

(4) Cross-check that adequate government quarters or housing facilities are not available for assignment and inadequate government quarters are not assigned.

(5) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 26, Table 26-12.

Note: All transactions will be coded in DMO.

e. Verify entitlement to Family Separation Allowance Type II (FSA-II).

(1) Identify entitlement to FSA-II, subcategory R (FSA-R).

(a) Cross-check that transportation of a Soldier's dependents to a permanent duty station or to a place near that station is not authorized at government expense.

(b) Cross-check that the dependents do not live at or near the permanent duty station.

(c) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Chapter 27, Paragraph 270104B.

Note: All transactions will be coded in DMO.

(2) Identify entitlement to FSA-II, subcategory T (FSA-T).

(a) Cross-check that a Soldier's dependents do not live at or near a temporary duty station.

(b) Cross-check that the Soldier is away from the permanent duty station continuously for a period of 30 days or more.

(c) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 27, Paragraph 170104B.

Note: All transactions will be coded in DMO.

(3) Identify entitlement to FSA-II, subcategory S (FSA-S).

(a) Cross-check if a Soldier is on duty aboard a ship.

(b) Cross-check that the ship is away from the homeport continuously for a period of 30 days or more.

(c) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 27, Paragraph 170104B.

Note: All transactions will be coded in DMO.

7. Check entitlement to clothing allowances.

a. Verify entitlement to Standard Initial Clothing Allowance.

(1) Identify if a Soldier is enlisted.

(2) Identify if it is the Soldier's first enlistment in the service.

(3) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-1.

Note: All transactions will be coded in DMO.

b. Verify entitlement to Special Initial Clothing Allowance.

(1) Identify if an enlisted Soldier has been selected for and entered an officer training program.

(2) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-2.

Note: All transactions will be coded in DMO.

c. Verify entitlement to Cash Clothing Replacement Allowance.

(1) Identify if a Soldier is enlisted.

(2) Identify the Soldier is not attending an officer training program or academy preparatory school.

(3) Calculate Basic Cash Clothing Replacement Allowance.

(a) Cross-check if the Soldier is within the first three years of active service.

(b) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-4.

Note: All transactions will be coded in DMO.

(4) Calculate Standard Cash Clothing Replacement Allowance.

(a) Cross-check if the Soldier has completed three years of active service.

(b) Calculate the entitlement due IAW DoDFMR 7000.14-R, Chapter 29, Volume 7A, Table 29-4.

Note: All transactions will be coded in DMO.

d. Verify entitlement to Supplementary Clothing Allowance.

(1) Identify if a Soldier is enlisted.

(2) Identify if the Soldier is authorized a supplemental allowance IAW CTA 50-900.

(3) Identify if the Soldier has not received a full or partial supplemental issue while assigned in the military occupational specialty (MOS).

(4) Identify there was a break of 3 years or more between MOS assignments requiring issue.

(5) Ensure the Soldier is issued the clothing or equipment through the Central Issue Facility (CIF).

Note: All transactions will be coded in DMO.

e. Verify entitlement to Civilian Clothing Allowance.

(1) Cross-check entitlement to Permanent Duty Civilian Clothing Allowance.

(a) Identify if a Soldier has been directed by competent authority to dress in civilian clothing more than half the time when performing official duty at a permanent duty station.

(b) Identify if an officer's permanent duty station is outside the United States.

(c) Identify if the Soldier has completed a year in the assignment requiring the wear of civilian clothing.

(d) Identify if it is projected the Soldier will complete at least six additional months in the assignment.

(e) Calculate the Initial Civilian Clothing Allowance entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-8.

Note: All transactions will be coded in DMO.

(2) Cross-check entitlement to Temporary Duty (TDY) Civilian Clothing Allowance.

(a) Identify if a Soldier has been directed by competent authority to dress in civilian clothing more than half the time when performing official duty while TDY.

(b) Identify if both an officer's permanent duty and TDY stations are outside the United States.

(c) Identify if the Soldier was TDY for at least 15 consecutive or accumulative days in a 30 day period.

(d) Identify if the Soldier was TDY for more than 30 days of which at least 15 days were consecutive.

(e) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-8.

Note: All transactions will be coded in DMO.

f. Verify entitlement to Initial Uniform Allowance.

(1) Identify if a Soldier is an officer.

(2) Identify if the officer has:

(a) Reported for active duty for the first time for a period of more than 90 days.

(b) Completed at least 14 days of active duty or active duty for training as a member of the Reserves.

(c) Completed 14 periods of inactive duty training as a member of the Ready Reserve.

(3) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Chapter 29, Table 29-8.

Note: All transactions will be coded in DMO.

g. Verify entitlement to Additional Active Duty Uniform Allowance.

(1) Identify if a Soldier is an officer.

(2) Identify if the officer is a member of a Reserve Component.

(3) Identify if the officer is an Army officer without component.

(4) Identify if the officer is an ROTC graduate appointed to the active component.

(5) Identify if the officer is entering or reentering active duty or active duty for training for a period of more than 90 days.

(6) Identify if the officer has not received an Initial Uniform Allowance of more than \$200.00 during or within two years of the current tour of active duty or active duty for training.

(7) Calculate the entitlement due as \$200.00.

Note: All transactions will be coded in DMO.

8. Verify entitlement to Overseas Housing Allowance (OHA).

a. Cross-check if a Soldier is stationed outside the United States.

b. Calculate the without dependent OHA entitlement.

(1) Identify if the Soldier has no dependents.

(2) Identify if the Soldier has no command sponsored dependents at the permanent duty station.

(3) Identify if the Soldier is married to another Soldier and does not claim any command sponsored dependents for pay purposes.

(4) Identify if the Soldier is not occupying adequate government quarters.

(5) Calculate the entitlement IAW JFTR, Volume 1, Appendix K, Paragraph F.

Note: All transactions will be coded in DMO.

c. Calculate the with dependent OHA entitlement.

(1) Identify if the Soldier has command sponsored dependents at the permanent duty station.

(2) Identify if the Soldier is not occupying adequate government quarters.

(3) Calculate the entitlement IAW JFTR, Volume 1, Appendix K, Paragraph F.

Note: All transactions will be coded in DMO.

9. Verify entitlement to Cost of Living Allowance (COLA).

a. Cross-check entitlement to COLA.

(1) Identify if a Soldier is stationed OCONUS.

(2) Calculate the without dependents COLA entitlement.

(a) Ensure the Soldier has no dependents.

(b) Ensure the Soldier has no command sponsored dependents at the permanent duty station.

(c) Ensure if the Soldier is married to another Soldier and does not claim any command sponsored dependents for pay purposes.

(d) Calculate the entitlement due IAW JFTR, Volume 1, Appendix J, Paragraph G.

Note: All transactions will be coded in DMO.

(3) Calculate the with dependents COLA entitlement.

(a) Identify the number of command sponsored dependents at the permanent duty station. (The maximum number of dependents for COLA purposes is 5).

(b) Calculate the entitlement due IAW JFTR, Volume 1, Appendix J, Paragraph G.

Note: All transactions will be coded in DMO.

b. Cross-check entitlement to continental United States (CONUS) COLA.

(1) Identify if a Soldier is assigned to a CONUS high cost area.

(2) Identify if a Soldier is assigned OCONUS in an unaccompanied status and the Soldier's primary dependent resides in a CONUS high cost area.

(3) Calculate the entitlement due as the rate specified on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) web site (<http://perdiem.hqda.pentagon.mil/perdiem>).

10. Verify entitlement to Assignment Incentive Pay.

a. Soldier must be performing service designated by the Secretary of Defense.

b. Service member must be serving on Active duty having a written agreement to qualify for AIP.

c. Maximum monthly rate payable for any member is \$1500.00 IAW DoDFMR 7000.14-R, Volume 7A, Chapter 15, Paragraph 150101B.

Note: All transactions will be coded in DMO.

11. Verify entitlement to Personal Money Allowance.

a. Identify if the Soldier is an officer in the rank of Lieutenant General or above.

b. Identify if the Soldier is the Sergeant Major of the Army.

c. Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Chapter 31, Table 31-1.

Note: All transactions will be coded in DMO.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Checked entitlement to Basic Pay.			
2. Checked entitlement to Special Pay.			
a. Verified entitlement to Special Duty Assignment Pay.			
b. Verified entitlement to Hostile Fire and Imminent Danger Pay.			
c. Verified entitlement to Hardship Duty Pay.			
d. Verified entitlement to Overseas Extension Incentive Pay.			
e. Verified entitlement to Foreign Language Proficiency Pay.			
3. Checked entitlement to Incentive Pay.			
a. Verified entitlement to Aerial Flight Pay.			
b. Verified entitlement to Parachute Duty Pay.			
c. Verified entitlement to Experimental Stress Duty Pay.			
d. Verified entitlement to Demolition Duty Pay.			
e. Verified entitlement to Toxic Fuels (or Propellants) Duty Pay.			
f. Verified entitlement to Dangerous Viruses (or Bacteria) Lab Duty Pay.			
g. Verified entitlement to Toxic Pesticides Duty Pay.			
h. Verified entitlement to Chemical Munitions Duty Pay.			
i. Verified entitlement to Dual Incentive Pay.			
4. Checked entitlement to Basic Allowance for Subsistence.			
a. Verified if a Soldier is an officer.			
b. Verified if a Soldier is enlisted.			
5. Checked entitlement to Basic Allowance for Housing.			
a. Verified entitlement to Basic Allowance for Housing - Without Dependents.			
b. Verified entitlement to Basic Allowance for Housing - With Dependents.			
c. Verified entitlement to Partial Basic Allowance for Housing.			
d. Verified entitlement to Basic Allowance for Housing - Difference.			
6. Checked entitlement to Family Separation Allowance.			
a. Verified entitlement to Family Separation Housing.			
b. Verified entitlement to Family Separation Allowance Type II.			
7. Checked entitlement to clothing allowances.			
a. Verified entitlement to Standard Initial Clothing Allowance.			
b. Verified entitlement to Special Initial Clothing Allowance.			
c. Verified entitlement to Cash Clothing Replacement Allowance.			
d. Verified entitlement to Supplementary Clothing Allowance.			
e. Verified entitlement to Civilian Clothing Allowance.			
f. Verified entitlement to Initial Uniform Allowance.			
g. Verified entitlement to Additional Active Duty Uniform Allowance.			
8. Checked entitlement to Overseas Housing Allowance.			
a. Cross-checked if a Soldier is stationed outside the United States.			
b. Calculated the without dependent OHA entitlement.			
c. Calculated the with dependent OHA entitlement.			
9. Checked entitlement to Cost of Living Allowance.			
a. Verified entitlement to COLA.			
b. Verified entitlement to CONUS COLA.			
10. Checked entitlement to Assignment Incentive Pay.			
11. Checked entitlement to Personal Money Allowance.			

**Supporting Reference(s):** None

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

**Prerequisite Individual Tasks :**

Task Number	Title	Proponent	Status
805A-36B-1002	Research Finance Regulations	805A - Financial Management (Individual)	Approved

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805A-36B-1002	Research Finance Regulations	805A - Financial Management (Individual)	Approved

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
805A-36B-1208	Process Reserve Pay Transactions	805A - Financial Management (Individual)	Approved
805A-36B-1024	Process Indebtness Transactions	805A - Financial Management (Individual)	Approved
805A-36B-2005	Audit Military Pay Transactions	805A - Financial Management (Individual)	Approved

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
14-2-8008	Conduct Finance Operations	14 - Finance (Collective)	Approved

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
36B - Financial Management Technician - SL1	Enlisted	MOS: 36B, Skill Level: SL1